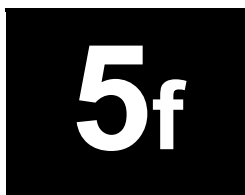




APPLICATION

FARR: FIREARMS AND ARCHERY RANGE RECREATION PROGRAM

2003 Projects



January 31, 2003

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INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete a grant application for the Firearms and Archery Range Recreation Program. This program is administered by the Interagency Committee for Outdoor Recreation.

Most of this information may be submitted on-line using IAC's computerized PProject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation

Natural Resources Building

Phone (360) 902-3000

1111 Washington Street

FAX (360) 902-3026

P.O. Box 40917

TDD (360) 902-1996

Olympia, WA 98504-0917

E-mail/info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov/>

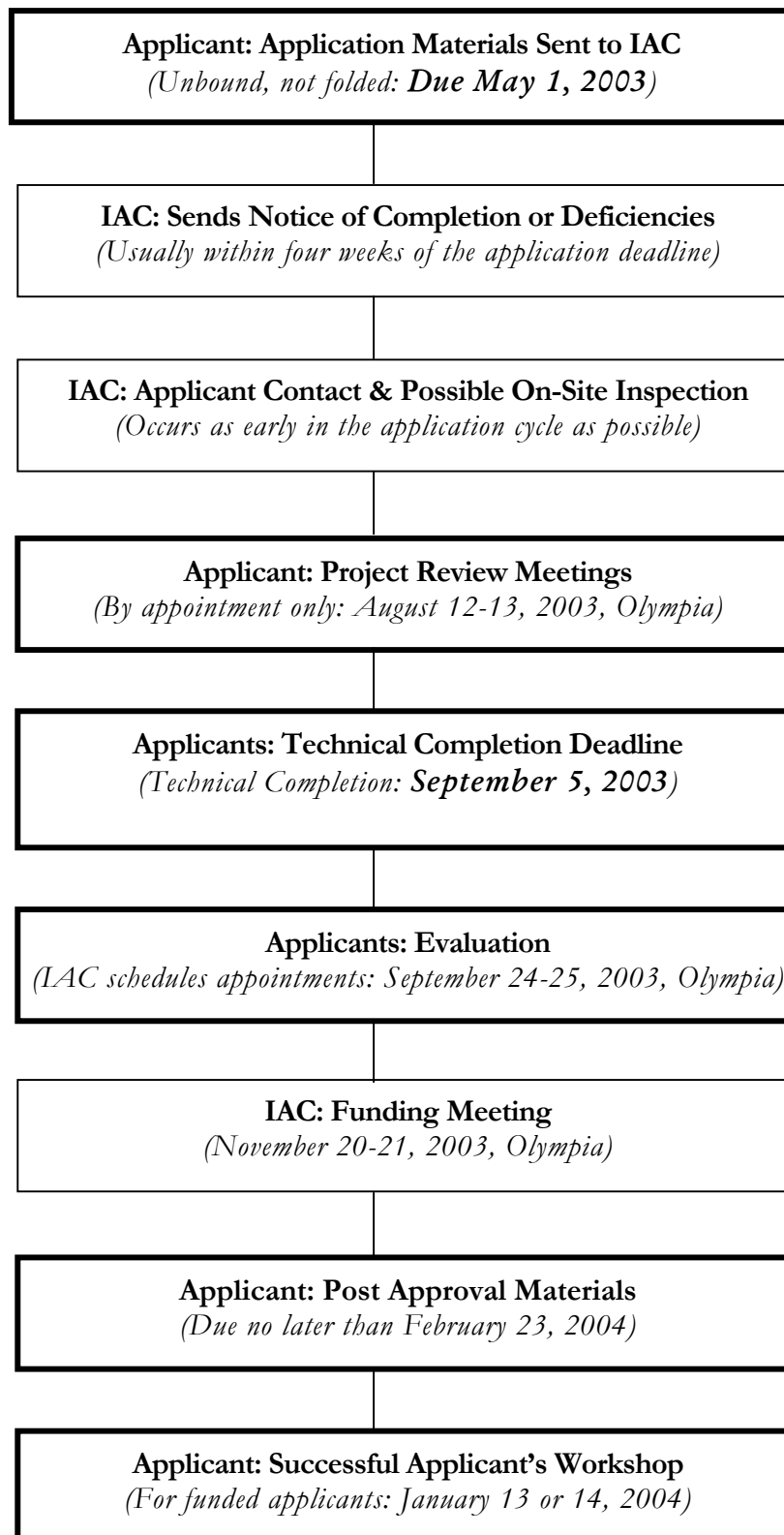
Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 7, should help you determine which documents we require.

Related Information

Related information is contained in:

- ▶ *Acquiring Land: Policies* (Manual 3)
- ▶ *Development Projects: Policies* (Manual 4)
- ▶ *Firearms and Archery Range Recreation Program: Policies and Project Selection* (FARR - Manual 11)

FARR: Application Process Flow Chart

- Application Process**
1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes. Retain at least one copy of all materials for your records. IAC will return **applications that are illegible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, and visuals) must be postmarked by the application deadline.

2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
4. ***Project Review Meetings (PRM).*** IAC conducts PRMs in various locations around the state to allow applicants an opportunity to gain valuable information that can increase chances for funding. Applicants present the technical aspects of their projects, using graphics (35 mm photographic slides or PowerPoint presentation) and spoken narrative, to other applicants and specialists who will make suggestions for improvements. Applicants may bring their PowerPoint presentation on the day of the PRM or send via e-mail to IAC in advance (see “Graphics”, page 7 for deadline). Participation is highly recommended and by appointment only.
5. ***Technical Completion Deadline.*** Shortly after the PRM(s), is the technical completion deadline, by which time *all* application materials must be complete, in final form, and received by IAC.
6. ***Evaluation.*** This grant program’s evaluation process relies heavily on each applicant’s presentation (using graphics and narrative) to an evaluation team. Team members base their evaluation on a set of predetermined questions, but use discretion in interpreting these criteria when scoring projects. To do well, it is important to prepare. Applicants are allowed only 20–30 minutes for presentations, so use this time wisely and structure your presentation around the grant program’s criteria. The evaluation process results in a ranked list of projects. This listing is used by staff to develop a funding recommendation for IAC’s board.

All PowerPoint presentations must be submitted to IAC in advance. Refer to the checklist on page 7 for the deadline.
7. ***Certification of Sponsor Match.*** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
8. ***Funding Meeting.*** Projects are presented by IAC’s staff to IAC’s board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After

discussion, IAC's board makes its funding decision.

9. **Post Approval Materials.** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

Documents must be provided within **90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at our Successful Applicant Workshop(s). Materials required in this grant cycle are described in Appendix B, page 32.

10. **Successful Applicant Workshops.** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:
 - a. Describes procedures for funded projects.
 - b. Explains information included in the Project Agreement.
 - c. Discusses reimbursement procedures.
 - d. Distributes Project Agreements to applicants that have completed all post approval requirements.
 - e. Addresses other pertinent issues.

Application Materials

Grant application materials must be submitted (postmarked) to IAC by May 1, 2003. Refer to the checklist on page 7 for further deadline information.

A *complete* grant application consists of:

1. **The completed blank forms in this booklet.** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's Project Information System (PRISM).
2. **Maps.** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.
 - a. **Regional location map** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc. so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
 - b. **Site location map** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps.
 - c. **Service Area Map** – These maps vary depending on the type of project submitted.

- ▶ For projects serving **local** populations (such as a small gun club), the service area is often the area from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type in your application (e.g. shotgun, rifle, archery, etc.).
 - ▶ For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.
3. **Site Plans and Parcel Maps.**
- a. **Acquisition Projects.** *Submit one copy* of the parcel map and conceptual site plan on 8½" x 11" paper.
 - b. **Development Projects.** *Submit one copy* of the site plan on 8½" x 11" paper.
4. **Visuals (optional).** *Submit* no more than two separate file folder size visuals that help describe your project: photos, drawings, charts, graphs, etc. IAC staff uses visuals as an aid in better understanding your proposal.
5. **Graphics.** Graphics are the images used in the project review and evaluation meetings to augment the verbal responses during the project presentation. Most graphics should be ready to show at the project review meeting. On evaluation day, applicants must submit the following images either on 35mm photographic slides or in a PowerPoint presentation *and* any related notes, speaking points, or scripts.
- a. Location. Submit regional and site location maps (see "Maps," above, for further information).
 - b. Service Area. Submit a graphic showing the project's service area (see "Maps," above, for further information).
 - c. Aerial and/or Ground Level Views. Clearly show the worksite or property proposed for acquisition, development, and/or planning. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.
 - d. Parcel Map—Acquisition Projects. Show the boundaries of the property to be acquired, identifying bordering land ownerships. This can be illustrated using an aerial photograph with the parcel boundaries sketched in.
 - e. Conceptual Site Plan—Acquisition Projects. Show the general scheme of planned or anticipated property development.
 - f. Site Plan—Development Projects. Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.
 - g. Floor Plan—Development Projects. Show a schematic plan of any substantial structure (clubhouse, trap house, covered shooting stations, etc.) proposed under this project.
 - h. Other Graphics—Optional. Other graphics may be necessary to show

the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

- i. Surrounding Property and Down-Range. Depict the area surrounding the project, including any residences, farms, or other sites where people or animals may congregate. The slide should cover the down-range distance a projectile from the sponsor's site might reasonably be expected to travel. For firearms ranges this is usually about 3.5 miles.

Minimum graphics requirements:

- ▶ PowerPoint: Microsoft® PowerPoint, all versions; IAC will provide the computer and data viewer.
- ▶ Slides: 35mm photographic slides; should be coordinated and loaded in two (left and right) 80-count slide carousels. IAC will provide the projectors.

6. *Evaluation Question Responses.*

- a. Team Scored Questions. IAC strongly recommends that each applicant write-out responses to each evaluation question found in the policy manual. At your request, we will critique responses to these questions. To obtain this review, submit a written draft to your IAC project manager by the date shown on the application checklist, page 7. Applicants must submit a copy of their presentation narrative on evaluation day.
- b. IAC Staff Scored Evaluation Questions. Do not respond to these questions. They are scored by IAC staff using materials submitted with the application or from information received from other state resources.

Matching and Donated Resources

Project sponsors must match the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 29.

FARR Facilities Program Application Checklist						
✓	Item	Page	Acq.	Dev.	Combined	Due
	Application Authorization Memo (original signature required; form may be printed from PRISM)	Page 9	✓	✓	✓	5/1/03
P R I S M	1-General Application Information	Page 10	✓	✓	✓	5/1
	2-Applicant / Organization Information	Page 10	✓	✓	✓	5/1
	3-Project Contact	Page 11	✓	✓	✓	5/1
	4-Description of Project	Page 11	✓	✓	✓	5/1
	5-Funding Request	Page 12	✓	✓	✓	5/1
	6-Property Acq. Cost Estimates	Page 13	✓	–	✓	5/1
	7-Development Cost Estimates	Page 14	–	✓	✓	5/1
	8-Land Characteristics	Page 20	✓	✓	✓	5/1
	9a-b-c-d-Application Questionnaire	Page 21	✓	✓	✓	5/1
	10-Location Information	Page 24	✓	✓	✓	5/1
	11-Permits Required	Page 25	✓	✓	✓	5/1
	12-Shooting Facilities/Public Use	Page 26	✓	✓	✓	5/1
	13-Public Hearing/Meeting	Page 27	✓	✓	✓	9/5
	14-Authorizing Resolution (Local agencies and nonprofits)	Page 28	✓	✓	✓	9/5
	Maps (location & service area) Applicant Creates	Page 4	✓	✓	✓	5/1
	Plans (site plans & parcel maps) Applicant Creates	Page 5	✓	✓	✓	5/1
	Visuals Applicant Creates	Page 5	Optional			5/1
	Graphics for Project Review Meeting [Note: if graphics include PowerPoint and you will send to IAC via e-mail, due date is 8/8.]	Page 5	Graphics are required for review of your project at this meeting.			8/12-13 or 8/8 ← [see note]
E V A L.	Evaluation Questions - Team Scored Responses (for staff review). IAC FARR Manual #11	Page 6	Optional			8/9
	If graphics include PowerPoint: deliver to IAC (courier, postal, e-mail).	Page 5	✓	✓	✓	10/9
	Graphics, presentation notes, and scripts to IAC for project evaluations	Page 5	✓	✓	✓	10/14-15

Application Blanks

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: _____
(name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I / we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(signature) (date)

1. General Application Information

Project Name

Program ☒ Firearms and Archery Range Recreation Program

Project Type (check one)
☐ Acquisition
☐ Development
☐ Combined (Acquisition & Development)

2. Applicant / Organization Information

Complete one for each applicant.

Organization Name

Organization Type (check one)

<input type="checkbox"/> City/Town	<input type="checkbox"/> K-12 Education	<input type="checkbox"/> Open Space	<input type="checkbox"/> Port District
<input type="checkbox"/> County	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Parks Dept	<input type="checkbox"/> Public Utility District
<input type="checkbox"/> Engineering / Public Works	<input type="checkbox"/> Nonprofit org.	<input type="checkbox"/> Park District	<input type="checkbox"/> State Agency

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email

3. Project Contact

Complete one for each contact.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	First Name	Last Name
Title			
Contact Type (all projects require a "Project Manager" contact)			
<input type="checkbox"/> Project Manager	<input type="checkbox"/> Billing	<input type="checkbox"/> Land Specialist	
<input type="checkbox"/> Alternate Project Manager	<input type="checkbox"/> Consultant	<input type="checkbox"/> Planner	
<input type="checkbox"/> Agreement	<input type="checkbox"/> Engineer/Architect		
Contact Mailing Address			
Address			
City/Town			
State, Zip			
Work Phone			
FAX			
Other Phone			
Email			

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask some to review it. Be clear, concise and thorough.* Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (the minimum FARR match: 50% for general projects and 33% for safety or noise abatement projects.)

Appropriation/Cash	\$	<input type="text"/>
Bonds - Council	\$	<input type="text"/>
Bonds - Voter	\$	<input type="text"/>
Cash Donations	\$	<input type="text"/>
Conservation Futures	\$	<input type="text"/>
Donated Equipment	\$	<input type="text"/>
Donated Labor	\$	<input type="text"/>
Donated Land	\$	<input type="text"/>
Donated Materials	\$	<input type="text"/>
Donated Property Interest	\$	<input type="text"/>
Federal Grant	\$	<input type="text"/>
Force Acct - Equipment	\$	<input type="text"/>
Force Acct - Labor	\$	<input type="text"/>
Force Acct - Materials	\$	<input type="text"/>
Grant - Other	\$	<input type="text"/>
Local Improvement Dist (LID)	\$	<input type="text"/>
State Grant	\$	<input type="text"/>

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)
\$50,000 maximum

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- “A” *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The “Total Project Cost” (“A”) must equal the total from the Cost Estimates on the following pages.

6. FARR: Property Acquisition Cost Estimates				
	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership (land/improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Closing				
Demolition				
Easement – access				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Lease				
Noxious weed control				
Other (specify:)				
Recording fees				
Relocation				
Rights – mineral				
Rights – timber				
Rights – water				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7. FARR: Development Cost Estimates

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
American Trap Field					
Field lighting	Lump sum			Describe	
Field mining	Acres			Optional	
Trap field	Each			Path width	
Trap field - other	Lump sum			Describe	
Trap house	Each			Optional	
Trap machine	Each			Brand/Type	
Archery Sports					
3-D targets	Each			Describe	
Archery - other	Lump sum			Describe	
Archery range	Acres			Describe	
Archery range lighting	Lump sum			Describe	
Covered shooting line	Lump sum			# of stations	
Field archery course	Lanes			Surfacing	
Field archery target butts	Each			Material	
Open shooting line	Lump sum			# of stations	
Range target butts	Each			Material	
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures - other	Lump sum			Describe	
Maintenance	Each			Sq Ft	
Office	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Residence	Each			Sq Ft	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Yurt	Each			Describe	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Indoor Range Building					
Backstop	Lump sum			Type	
Bullet baffles	Lump sum			#/size	

7. FARR: Development Cost Estimates

Complete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
HVAC system	Lump sum			Describe	
Indoor range - other	Lump sum			Describe	
Indoor range building	Each			Sq Ft	
Range lighting	Lump sum			Describe	
Ricochet catches	Lump sum			Describe	
Shooting benches	Each			Material	
Sound baffles	Lump sum			Describe	
Target holders/carriers	Each			Describe	
Ventilation system	Lump sum			Describe	
Insurance					
Liability Insurance	Lump sum			To/From	
International Trap Field					
Bunker	Each			Optional	
Field mining	Acres			Optional	
International trap - other	Lump sum			Describe	
International trap field	Each			Path width	
Range lighting	Lump sum			Describe	
Trap machine	Each			Brand/Type	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/plante	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	

7. FARR: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Spectator seating	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Pistol Pits					
Backstop/berm	Lump sum			Size H/L/W	
Bullet baffles - ground	Lump sum			#/size	
Bullet baffles - overhead	Lump sum			#/size	
Covered shooting stations	Lump sum			# of stations	
Open shooting stations	Lump sum			# of stations	
Pistol pit lighting	Lump sum			Describe	
Pistol pits - other	Lump sum			Describe	
Ricochet catchers	Lump sum			Describe	
Side berms/walls	Lump sum			Size H/L/W	
Sound baffles	Lump sum			Describe	
Target holders/carriers	Each			Describe	
Pistol Range					
Backstop/berm	Lump sum			Yards/size	
Backstop/berm 100 yards	Lump sum			Size H/L/W	
Backstop/berm 25 yards	Lump sum			Size H/L/W	
Backstop/berm 50 yards	Lump sum			Size H/L/W	
Bullet baffles - ground	Lump sum			#/size	
Bullet baffles - overhead	Lump sum			#/size	
Covered shooting stations	Lump sum			# of stations	
Open shooting stations	Lump sum			# of stations	
Pistol range - other	Lump sum			Describe	
Range lighting	Lump sum			Describe	
Ricochet catchers	Lump sum			Describe	
Shooting benches	Each			Material	
Side berms/walls	Lump sum			Size H/L/W	
Sound baffles	Lump sum			Describe	
Target holders/carriers	Each			Describe	
Restrooms					

7. FARR: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Rifle Range					
Backstop/berm	Lump sum			Yards/size	
Backstop/berm 100 yards	Lump sum			Size H/L/W	
Backstop/berm 200 yards	Lump sum			Size H/L/W	
Backstop/berm 50 yards	Lump sum			Size H/L/W	
Bullet baffles - ground	Lump sum			#/size	
Bullet baffles - overhead	Lump sum			#/size	
Covered shooting stations	Lump sum			# of stations	
Open shooting stations	Lump sum			# of stations	
Range lighting	Lump sum			Describe	
Ricochet catchers	Lump sum			Describe	
Rifle range - other	Lump sum			Describe	
Shooting benches	Each			Material	
Side berms/walls	Lump sum			Size H/L/W	
Sound baffles	Lump sum			Describe	
Target holders/carrier	Each			Describe	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	

7. FARR: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Skeet Field					
Field lighting	Lump sum			Describe	
Field mining	Acres			Optional	
Skeet field	Each			Path width	
Skeet field - other	Lump sum			Describe	
Skeet houses	Each			Describe	
Skeet machines	Each			Brand/Type	
Skeet/trap field combo	Each			Path width	
Trap house	Each			Optional	
Trap machines	Each			Brand/Type	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	

7. FARR: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Trap Elements - Other					
Duck tower	Each			Height	
Hand trap	Each			Brand/type	
Sporting clay course	Lump sum			# of stations	
Trap - other	Lump sum			Describe	
Trap machine-other	Each			Brand/type	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities – other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Column Sub-Total					
Sales Tax					

7. FARR: Development Cost EstimatesComplete only elements/items that apply to your project. *Use only whole dollar amounts.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Architecture & Engineering (20% limit)					
TOTAL DEVELOPMENT COSTS					

8. Land Characteristics

Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated	New Total
Lake					
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	Existing Front Feet	Front Feet to be Acquired	Front Feet to be Developed	Front Feet to be Renovated	New Total
Lake					
River					
Salt					
Stream/Creek					
Trail Miles	Trail Miles to be Acquired	Trail Miles to be Developed	Trail Miles to be Renovated		
Trail Miles					

Land Comments

(Limited to 250 characters, including spaces. Below, provide information about the project area / work site that is not included elsewhere in this application. Comments must be pertinent to the specific grant program referenced in this application. For example: "The property includes... • ...a class I wetland...", • "...three unnamed streams and has 1000 feet of frontage on the Columbia River...", • "...has about half its acreage in rolling forested hills with the reminder in open prairie...", • "...two historic structures...")

9a. FARR: Application Questions

All Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

What type of landowner currently holds title to the property: Federal, Local, Private, State, Tribal?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) [in degrees, minutes and seconds]. Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and the date the grant will be available.

GOVERNMENT AGENCY APPLICANTS ONLY: Does this application contain elements required as part of a mitigation plan?
If yes, explain:

LOCAL AGENCIES ONLY: Does the sponsor's share involve bonds or Local Improvement Districts (LIDs)?
If yes, give date bonds or LID will be available and explain.

9b. FARR: Acquisition Questions

Applicants Submitting Projects That Include Acquisition Must Answer These Questions

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question?
If yes, what was the date requested, approved date, and the waiver number?

Do plans exist for interim non-public use of the project site?
If yes, explain the interim non-public use and whether or not income will be derived through that use.

Are there encumbrances that limit the proposed uses for the site (e.g. lease back, life estate, sharecropping agreement, or other)? If yes, explain:

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, Acquiring Land.)

9c. FARR: Development Question

Applicants Submitting Projects That Include Development Must Answer This Question

Does the project require an environmental review such as NEPA, SEPA, etc?
If yes, when will the environmental review and the public comment/appeal period be completed?

9d. FARR: Nonprofit Questions

Nonprofit Applicants Submitting Projects Must Answer These Questions

Is your organization registered as a nonprofit with the Washington Secretary of State?
If so, what is your Unified Business Identifier (UBI) number?

How long has your organization been involved in the activity for which you are applying?

What date was your organization created?

How many members does your organization have?

Does your organization have any membership restrictions? If yes, explain:

Summarize your organization's membership fees.

Summarize the fees charged to the public for use of the range?

What is the range's current annual attendance?

10. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

11. Permits Required (Check the appropriate boxes to indicate required and/or anticipated permits.)	
Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or on the Internet at
www.ecy.wa.gov/programs/sea/pac.**

12a. FARR: Shooting Facilities		
Shooting Facility Types	# Existing Facilities	# New Facilities
Archery - Other		
Archery Field Course		
Archery Indoor Range		
Archery Range		
Indoor Pistol Range - Center Fire		
Indoor Pistol Range - Rim Fire		
Indoor Pistol/Rifle Range - Center Fire		
Indoor Pistol/Rifle Range - Rim Fire		
Indoor Range – Other		
Indoor Rifle Range - Center Fire		
Indoor Rifle Range - Rim Fire		
Pistol Pit		
Pistol Pit – Other		
Pistol Range – Other		
Pistol Range 100 Yards		
Pistol Range 15 Yards		
Pistol Range 25 Yards		
Pistol Range 50 Yards		
Pistol/Rifle Range – Other		
Pistol/Rifle Range 100 Yards		
Pistol/Rifle Range 200 Yards		
Pistol/Rifle Range 25 Yards		
Pistol/Rifle Range 50 Yards		
Rifle Range – Other		
Rifle Range 100 Yards		
Rifle Range 200 Yards		
Rifle Range 300 Yards		
Rifle Range 50 Yards		
Rifle Range 500 Yards		
Skeet Field		
Skeet/Trap Combination Field		
Sporting Clay Course		
Trap – Other		
Trap Field – American		
Trap Field – International		

12b. FARR: Average Hours of Public Use – Monthly		
Shooting Facility Types	Current	Planned
Weekend		
Weekday		
Weeknight		
TOTAL HOURS		

13. FARR: Public Hearing/Meeting

Project Name

Applicant Name

I/we understand that, in summary, it is IAC's policy that Firearms and Archery Range Recreation Program applicants must hold at least one public hearing (government applicants) or an advertised, open public meeting (nonprofit organizations). Specifically, the hearings/meetings are required if the project:

- ▶ Will acquire or develop a range facility where none currently exists, or
- ▶ Will result in a substantial new external impact on the surrounding area of an existing range.

Based on a review of this policy, I / we have determined that (check the appropriate box):

- ☐ We are *not* required to hold a public hearing / meeting and have no plans to do so.
- ☐ We are *not* required to hold a public hearing / meeting but will or have done so.
- ☐ We are required to hold a public hearing / meeting. The following information is available in our files for inspection if needed by IAC:
- ▶ Public notification announcement
 - ▶ Agenda
 - ▶ Attendance list
 - ▶ Summary of the proceedings.

Date the hearing / meeting was held: _____

Location of the hearing / meeting: _____

Certified by (signature)

Date

14. FARR: Authorizing Resolution

Local Agencies and Nonprofit Organizations

You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Firearms and Archery Range Recreation Program (FARR) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 79A.25.210 RCW, Firearms and Archery Range.

WHEREAS, under the provisions of FARR, state funding assistance is requested to aid in financing the cost of liability insurance, land acquisition, and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the insurance, land acquisition, and/or development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [if applicable]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use for a minimum of ten years from final reimbursement unless otherwise provided and agreed to by our organization and IAC [if applicable];
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.
- ▶ Except for cash, all donations must be in one of the following categories.

**Donated
Equipment**

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Livestock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

- Donated Labor**
1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value.
 2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
 3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
 4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting <http://www.wa.gov/esd/lmea/occddata/oeswage/TOC000.htm>.
 5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
 6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.
 7. Other Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
 8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements) which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3, *Acquiring Land: Policies*. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donor's terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Appendix B: Post Approval Materials

Introduction

As described on page 4, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Although documents must be provided within **90 days** of funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s).

Required Materials

Project Type:	Acquisition	Development	Combined (Acq./Dev.)
Item:			
1. Milestones	◇	◇	◇
2. Preliminary Title Report	◇	-	◇
3. Control & Tenure	-	◇	◇
4. Articles of Incorporation	◆	◆	◆

◇ = Required of all

◆ = Nonprofits only

1. ***Milestone Worksheet:*** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
2. ***Preliminary Title Report:*** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
 - a. A legal description of the subject property
 - b. A listing of the current owners, and
 - c. A listing of all encumbrances.
3. ***Control and Tenure Documents:*** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
 - a. **Applicant Owns Property.** Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - Legal description
 - Deed restrictions and encumbrances
 - Documentation of current owner
 - Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.

- b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:
- ▶ The lease, easement, or use agreement must extend for at least 10 years from the date of IAC project approval.
 - ▶ The lease, easement, or use agreement may not be revocable at will.
 - ▶ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

**Articles of
Incorporation
and Bylaws**

If not previously submitted to IAC, nonprofit organizations must provide a copy of their articles of incorporation, bylaws, and amendments (if applicable).